

EXAMPLE

Los Alamos National Laboratory

Russian Nonproliferation Program Office

NIS-RNP

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Los Alamos, New Mexico 87545
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Refer to: NIS-RNP: /00-059

Date: 10 August 2000

Full Name
Title and Program
Facility Name
Street Address
City and Country
FAX: 7-011-XXX-XXX-XXX

Subject: Request for Letter of Invitation, Request for (Name of Facility_, 15 through 21 October 2000, and meeting agenda

OVERVIEW (name of the facility to be visited, name of town, proposed dates of visit, purpose of the visit, indication under which DOE program the visit will take place)

Dear Dr. (Last Name),

We are requesting a visit to (Name of Facility) in (City) from (Dates) for the attached U.S. Department of Energy and U.S. laboratory representatives and designated alternates. The U.S. Department of Energy and U.S. laboratory representatives and designated alternates are listed in the attachment.

We are requesting this visit to the (Name of Facility) under the auspices of the U.S.-Russian Materials Protection, Control, and Accounting (MPC&A) program headed by the U.S. Department of Energy's Office of International Materials Protection and Emergency Cooperation. The primary goal of this visit is a joint U.S.-Russian team meeting to continue physical protection and material control and accounting upgrades, to receive a status update on the tasks in progress, and to initiate plans for activities for next fiscal year. In addition, we propose to discuss expanding our MPC&A program cooperation within the facility. The following is a summary of the technical locations at the Mining and Chemical Combine where we are requesting access and a detailed description of what we propose to accomplish on the trip.

SITES TO BE VISITED(if necessary)

1) Requested Site Access for October Meeting:

Continued work on physical protection upgrades and materials control and accounting systems will require access to locations of existing and proposed MPC&A upgrades, along with demonstrations of installed equipment. Technical locations at the MCC where we are requesting access:

- (a) The Radiochemistry Plant (RCP) portals 74 & 74A.
- (b) The Temporary Central Alarm Station (T-CAS) next to RCP portal #74A.

- (c) The entire perimeter of the Radiochemistry Plant to include walking the railroad tracks around the RCP.
- (d) The calcination point at the end of the Purex processing line-the point where PuO₂ is placed in protective storage cans and the cans weighed.
- (e) The proposed corridor from the RCP calcination point to the New Plutonium Storage Facility, the transfer path the PuO₂ canisters, to determine needed MPC&A upgrades.
- (f)

AGENDA

2) Proposed Agenda for October Meeting:

- (a) Review status of certification issue, and discuss the fate of equipment not in operational use as intended.
- (b) Review completed tasks for this fiscal year.
- (c) Initiate work plans for the next fiscal year.
- (d) Discuss new proposal for implementation of portal monitors to complete the RCP perimeter protection.
- (e) Review status of the MPC&A plan for the RCP, including continuing inventory plans and procedures and inclusion of physical protection system.
- (f)

PROPOSED ITINERARY

Our proposed itinerary is as follows: depart the U.S. on 13 October 2000, arrive in Moscow on 14 October, then arrive in Krasnoyarsk on 15 October. On 21 October, we would depart Krasnoyarsk for Moscow and then return on 22 October to the U.S. We would appreciate having an invitation open from 15 to 29 October in order to accommodate any delays that may occur. We would appreciate receiving a corresponding visa window from 12 to 30 October 2000 (to allow for any unexpected delays that may occur, such as weather or family crisis). Please fax the letter of invitation by 3 October 2000, to facilitate the acquisition of the travelers' visas (fax to: Carolyn Scherer, 505-665-4013).

LIST OF US VISITORS (including passport/contact information)

The 5 US team members for this trip, along with their alternates (5), are listed in the Attachment: "List of Visitors and Alternates". There will be 8 members of the delegation, which includes 3 interpreters. We will hire three Russian citizen interpreters. The Russian interpreters are not listed on the "List of Visitors and Alternates".

With best regards,

Technical Host Name
Technical Staff Member

Line Manager's Name
Project/Group Name/

Attachment: List of Visitors and Alternates

ATTACHMENT

List of Visitors and Alternates

National Laboratory Personnel

Full Name:
Citizenship:
Passport Number:
Date of Issue:
Date of Expiration:
Place of Issue:
Date of Birth:
Place of Birth:
Position/Title:
Place of Work:
Work Address:
Work Phone:
Work Fax:

National Laboratory Alternates

Full Name: (alternate)
Citizenship:
Passport Number
Date of Issue:
Date of Expiration:
Place of Issue:
Date of Birth:
Place of Birth:
Position/Title:
Place of Work:
Work Address:
Work Phone:
Work Fax: